

Commercial Zoning and Pre-Application

Permit

Village of Weston/ETZ

Date: _____

Permit No. : _____

Payment: ☐ Cash ☐ Check No. _____

FULL COMPLETION OF THIS FORM IS REQUIRED FOR PROCESSING



5500 Schofield Ave
Weston, WI 54476

-- PLEASE USE THE ONLINE FILLABLE PDF --

ZONING FEES

☐ Zoning Permit **\$25.00 FEE** [43/4343]

EXPLANATION OF PROCESS

No new building and no existing building which is to be remodeled or relocated shall be issued a building permit until a zoning permit has been issued to certify that such construction or change would comply with the provisions of Chapter 94 of the Village of Weston Municipal Code, Wisconsin Uniform Building Code, and Village Building Codes. Buildings or spaces within buildings are not allowed to be occupied without a Certificate of Occupancy issued in the name of the tenant occupying that building or space. Applications for a Zoning Permit shall be made to the Department of Planning and Development prior to the submittal of an application for a site plan review, commercial rezone, conditional use, building permit and/or certificate of occupancy. **THIS IS AN APPLICATION AND NOT A PERMIT TO OCCUPY THE BUILDING.** Permits filled after the fact shall be subject to double the fee and a \$50.00 fine.

APPLICANT INFORMATION

Business Name: _____ **Contact Name:** _____
Business Owner: _____ **Mailing Address:** _____
Business Address: _____

Website: _____ **Phone:** _____
Date Opening: _____ **Email:** _____
Applicant will: ☐ Rent ☐ Lease ☐ Own

Property Owner: _____ **Contact Name:** _____
Mailing Address: _____

Phone: _____
Email: _____

EXISTING AND PROPOSED USES

Current and proposed use of subject property (check all applicable uses, and whether each is a current use, proposed use, or both):

Multiple Family Residential – 3 or more units	<input type="checkbox"/> Current Use	<input type="checkbox"/> Proposed Use
Mixed Commercial/Residential	<input type="checkbox"/> Current Use	<input type="checkbox"/> Proposed Use
Office	<input type="checkbox"/> Current Use	<input type="checkbox"/> Proposed Use
Commercial Retail/Service	<input type="checkbox"/> Current Use	<input type="checkbox"/> Proposed Use
Industrial and Warehousing	<input type="checkbox"/> Current Use	<input type="checkbox"/> Proposed Use
Institutional	<input type="checkbox"/> Current Use	<input type="checkbox"/> Proposed Use
Parking	<input type="checkbox"/> Current Use	<input type="checkbox"/> Proposed Use
Excavation/Mining/Significant Earth Movement	<input type="checkbox"/> Current Use	<input type="checkbox"/> Proposed Use
Other: _____	<input type="checkbox"/> Current Use	<input type="checkbox"/> Proposed Use

PROJECT SITE SPECIFICATIONS

Project Type: _____ Project Address: _____
(or PIN if no address)

Building Size (ft²): _____

Lot Size(ft² & Acres): _____ [Property Zone](#): _____

Legal Description: _____

OPERATIONAL PLAN REQUIRED

The following components are required in the operational plan: **(1)** detailed description of the activities and process which will be taking place on the above stated property. This includes all principal uses, accessory uses and temporary uses (please see the use chart in Chapter 94 [Article 3 of the zoning code](#)); **(2)** a statement regarding outdoor storage and a detailed description of the materials being proposed to be stored (are there hazardous materials?); **(3)** a statement regarding the impacts on the neighboring parcels. What is the anticipated increase in traffic? The number of employees working on site. Drop-off and/or pick-up of materials and/or products (what times will these occur?); **(4)** existing facilities at the proposed site. Will there be the need to add or reduce the facilities (this includes parking spaces and square footage of the building/space occupied or outdoor storage); **(5)** what additional licenses are required to operate? A copy of all licenses will be required to be submitted with the occupancy application; **(6)** please include any other pertinent information.

Has the operational plan been attached? ☐ Yes ☐ No

Does the operational plan include ALL the required components listed above? ☐ Yes ☐ No

SITE PLAN REQUIRED

A site plan shall be submitted with this application. The site plan showing the following features: legal description of the property; subject site with lot dimensions, buildings, uses, fences, and other structures; easements; streets, railroads and other public right-of-ways; off-street parking areas and total number of available parking spaces; loading areas and driveways; outdoor storage areas; highway access restrictions and other restrictions where applicable; water ways, wetlands and floodplain boundaries; existing and proposed front, interior and rear yard setbacks. Some parcel information and maps may be obtained via the [Marathon County Land Information Mapping System](#). For new construction, building additions and accessory structures this requirement is waived for this application. A separate **Commercial Site Plan Application** will be issued once this application has been approved by staff.

Has the site plan been attached? ☐ Yes ☐ No ☐ N/A

Does the site plan include ALL the required components listed above? ☐ Yes ☐ No ☐ N/A

OTHER REQUIREMENTS

A copy or description of any prior rezoning, conditional use permit, site plan, variance or other Village actions may be required to be submitted before a zoning permit may be issued. The Zoning Administrator or appointed designee will review the zoning compliance requirements with the applicant as necessary.

Has the required information been attached? ☐ Yes ☐ No ☐ N/A

REIMBURSEMENT FOR DEVELOPMENT REVIEW SERVICES

The Village Planner, Village Engineer, Public Works Director, Village Attorney, and other Village staff and consultants may expend time in the administration, investigation, and processing of development review applications. In addition, the Village may retain the services of other professional consultants—including but not limited to landscape architects, architects, environmental specialists, and recreation specialists—in the investigation and processing of such applications.

Reinforcing the requirements of Section 94.16.18(4) of the Village zoning ordinance, the signing and submittal of this application or petition for development review shall be construed as an agreement to pay for professional consulting services associated with the administration, investigation, and processing of this application or petition. The Village Administrator shall retain sole discretion in determining when and to what extent it is necessary to involve one or more professional consultants in the review of each application or petition.

The Applicant shall be responsible for the costs for such professional consulting services. The Applicant shall pay such costs upon receipt of one or more invoices from the Village, following the execution of the development review services associated with the application. In the event the Applicant fails to pay such costs, the responsibility shall pass to the property owner, if different, under

the same terms. Development review fees that are assigned to the Applicant or property owner, but that are not actually paid, may then be imposed by the Village as a special charge on the affected property.

STATEMENT OF UNDERSTANDING AND SIGNATURES

By signing and dating below, I acknowledge that I have reviewed and understand the Village of Weston zoning ordinance and its standards of approval related to this application; read, understand, and accept my responsibilities under the reimbursement section above; submitted an application that is true, correct, and complete to the best of my knowledge; acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application; understand that all meeting dates are tentative and may be postponed by the Village for the reason of incomplete submittals or other administrative reasons; if this application is approved, agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and understand that the Village’s zoning ordinance and/or the conditions of development approval may specify timeframes within which I must take certain actions related to the development of the subject property, or risk having the approval being nullified. **Failing to attach all the required components will deem the status of this application as incomplete. Incomplete applications will not be reviewed and shall be discarded within 30-days if the application status remains incomplete. Any fees collected will not be refunded. ALL FINALIZED PERMITS WILL BE SENT VIA EMAIL OR BE PICKED UP AT THE MUNICIPAL CENTER. Permits will not be sent by mail.** Work on the proposed project cannot begin without the issuance of a permit. Permits filled after the face shall be subject to double the fee and a \$50.00 fine.

Signature of Applicant	Date
<input type="checkbox"/> Property Owner <input type="checkbox"/> Project/Business Owner <input type="checkbox"/> Project Manager	

STAFF REVIEW

PIN: _____ Zoning: _____ ☐ Village ☐ ETZ
Filed After the Fact: ☐ Yes ☐ No Fine Imposed: ☐ Yes ☐ No Amount: _____
Conditional Use: ☐ Yes ☐ No Reason: _____
Use: _____
Proposed PC/ETZ Meeting Date: _____ CUP Number: _____
Rezone: ☐ Yes ☐ No Reason: _____
Requested Zone: _____
Proposed PC/ETZ Meeting Date: _____ Rezone Number: _____
Variance: ☐ Yes ☐ No Reason: _____
Requested Variance: _____
Proposed ZBA Meeting Date: _____ Variance Number: _____
Site Plan Application No. _____ Approval Date: _____
Building Permit No. _____ Approval Date: _____
Sign Permit No. _____ Permanent / Temp Date: _____
Code Section: _____
Comments: _____

Signature of Zoning Administer or Designee

Date

Permit Number _____ ☐ Approved ☐ Denied

STAFF TIME TABLE CHECKLIST

- ☐ **Pre-application conference with Planning and Development Department Staff. (optional)**
Date: _____ Participants: _____
- ☐ **Application and required plans filed with the Village.**
Date: _____ Received by: _____
- ☐ **Application fee received by Village.**
Date: _____ Received by: _____
- ☐ **Application and submitted plans verified as being complete.**
Date: _____ Reviewed by: _____
- ☐ **Determination by Zoning Administrator as to whether requested zoning permit requires approval or recommendation from another body under the zoning ordinance (e.g., conditional use permit, site plan approval). (Skip if N/A)**
Review Authority: _____ Meeting Date: _____

Action Taken: ☐ Granted ☐ Granted with modifications ☐ Denied
- ☐ **Zoning Administrator (or designee) action.** Designee: _____
Date: _____ Action Taken: ☐ Granted ☐ Denied
- ☐ **Applicant notified of decision and sent Occupancy Permit Application.**
Date: _____ Sent by: _____
- ☐ **Attached in Smart Search.**
Date: _____ Attached by: _____
- ☐ **Attached and closed in Beehive.**
Date: _____ Closed by: _____